

## OPTION 2 - EDG 4410 FINAL PROJECT – Fall 2016

### Filling out the Presentation Proposal Form

**NOTE:** Some of the information on the form is based on you actually submitting the proposal to present at the HAPPY Hour Student Showcase. Although you will not actually be submitting this proposal, I want you to get familiar with some of the steps involved in presenting at a conference/showcase.

The directions below pertain to your completion of the form for the EDG 4410 final project. If you eventually want to submit this for consideration for presenting at the Showcase, you may need to make some changes to the information you provide.

1. **The topic you chose to present must relate to classroom management in some way.** Brainstorm either by yourself or with peers what you would like to present. What might your peers be most interested in? What can they benefit most from? As you decide upon a topic, take into consideration:
  - Can it be realistically and enjoyably taught to an audience within the time frame you are allotted?
  - Does it allow for the audience to be actively engaged in the demonstration?
2. Fill out the presenter information. For the purpose of this assignment, it doesn't matter who fills in the main presenter information.
3. Indicate whether or not you would be interested in presenting more than once. For the purpose of this assignment, select "No."
4. If you will be presenting with other students, please provide their names and email addresses. If not, leave this section blank.
5. When writing the title of your presentation, try to develop a catchy title that also captures the essence/topic of your presentation. In an actual showcase/conference, participants often make decisions to attend a presentation based on whether or not the title captures their attention.

Below is a sample title of a workshop I have conducted:

For a workshop on grouping strategies: *"How do I group thee? Let me count the ways."*

6. Provide a description of your session. The description is to be 75 words or less. This description, which serves to advertise your presentation, would normally be included in a conference/showcase program. This description serves to "sell" your presentation to conference participants, so you want it to be catchy and inviting. Include expressions such as "participants will be actively engaged" (if that is indeed true, of course), "hands-on participation," "participants will receive a comprehensive handout," "interactive activities," and words that indicate fun, entertainment, enjoyment, etc.

Below is an example of a catchy presentation description that is 75 words or less (key words are bolded):

For a workshop on grouping strategies: *"How do I group thee? Let me count the ways."*

*Want to keep your students **smiling, involved, and begging for more**? Learn how to create a positive learning environment through **creative, interactive grouping strategies**. Workshop participants **will be actively involved** during most of the presentation, as the presenter utilizes them in demonstrating how to group students in **humorous and innovative ways**. Participants will **receive a comprehensive handout** of grouping modes and cooperative activities.*

7. Indicate the audience to whom your presentation will be directed. Is it more appropriate for elementary majors, secondary majors, K-12, etc.?
8. For the room preference, select "tables and chairs for group work" since that is the layout of our classroom.
9. Indicate the standard technology you will need. Our classroom has all of the listed equipment.
10. For the faculty mentor and faculty feedback selections, you can leave them blank. If you were actually filling out a proposal to present at the KnightEDTalks Student Showcase in January, you would have the option to have a faculty mentor for guidance in preparing your presentation. In addition, you could also have a faculty member observe your presentation at the Showcase and give you feedback.